

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Interim Report - History of Agency Records

FROM:

EXTENSION

NO.

DATE

15 August 1969

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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Approved For Release 2006/04/13 : CIA-RDP72-00039R000100250001-1

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15 August 1969

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MEMORANDUM FOR:

SUBJECT : Interim Report - History of Agency Records

REFERENCE : Your Memo (14 July 1969) Same Subject Program

I have culled the records, talked with the A&RC personnel acquainted with the subject and obtained the "Handbook for the Writing of DDI, DDS&T and DDS Histories". Also, I have talked briefly with Dr. Erhmann, the Agency Historian concerning the need for histories. He has volunteered his assistance should we desire it.

At this juncture a start is underway, or perhaps I should say efforts are continuing. I do not feel however that I'm in a position to establish a meaningful outline or for that matter a time table.

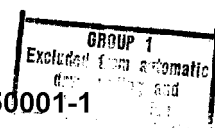
It does seem apparent that at least two things should take place in order to produce a meaningful, factual product:

- (a) the individual whether it be me, the project officer (your memo dated 3 December '68) or someone else, should devote full time to this effort;
- (b) have direct access to the records (the archives) and to those personnel most knowledgeable in the program. This I think is especially important since it is apparent there will be gaps.

Items paramount in our thinking in the preparation of the Program's history would be but not necessarily limited to:

- (a) statements outlining what was done and how and why it was done;
- (b) chronological listing of the Chief's directing the program and the dates served;
- (c) Directives, memo's, notices, etc., establishing the program and its mission and functions;

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- (d) highlights of the Programs achievements as well as its failures; we should be careful to avoid editorializing;
- (e) all statements of fact, where possible, be substantiated by direct reference at the bottom of the page or keyed to a consolidated Reference List. This list would include interviews where applicable.



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